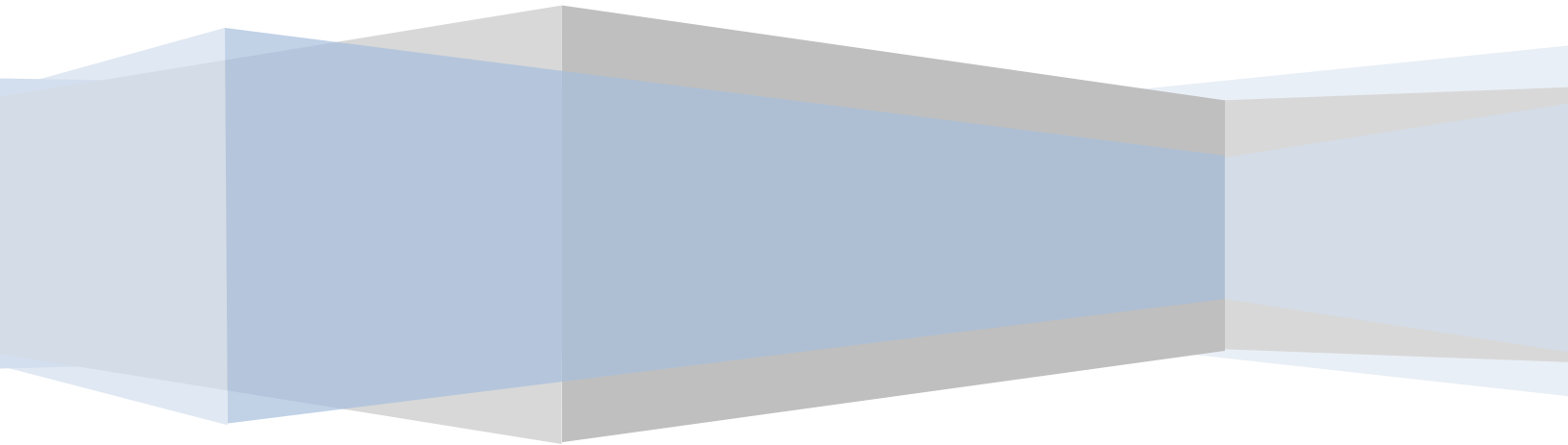


# Payments FAIS User Manual

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**For Program Participant Staff**

**Version 1.0**



## Revision History

Version	Change Description	Date
1.0	Initial Version	09/29/2011

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## 1. General Information

The payments process is the process by which:

- A Program Participant (PP) submits a cash payment request for an agreement, and
- The Food Assistance Division (FAD) processes the payment request

Notice that once a cash request is approved by FAD, a FAD staff person must interact with the FAS financial system to initiate the payment to the PP; the process of interacting with the financial system is outside the scope of this user manual. Notice also that other payment requests, such as those initiated by a Freight Forwarder for transportation, are handled directly by another system and are outside the scope of this user manual. Finally, this user manual only focuses on the details of the payment process as performed by the Program Participant organization, and we describe the FAD payment handling in another volume.

### 1.1 Access

The payment functionality is available to all PP user roles.

## 2. Payment Workflow and User Interface

Before describing the payment user interface and workflow for the Program Participant, we present in Figure 1 a diagram depicting the entire workflow of the payment process in order to provide the reader with the full context of the payment process.

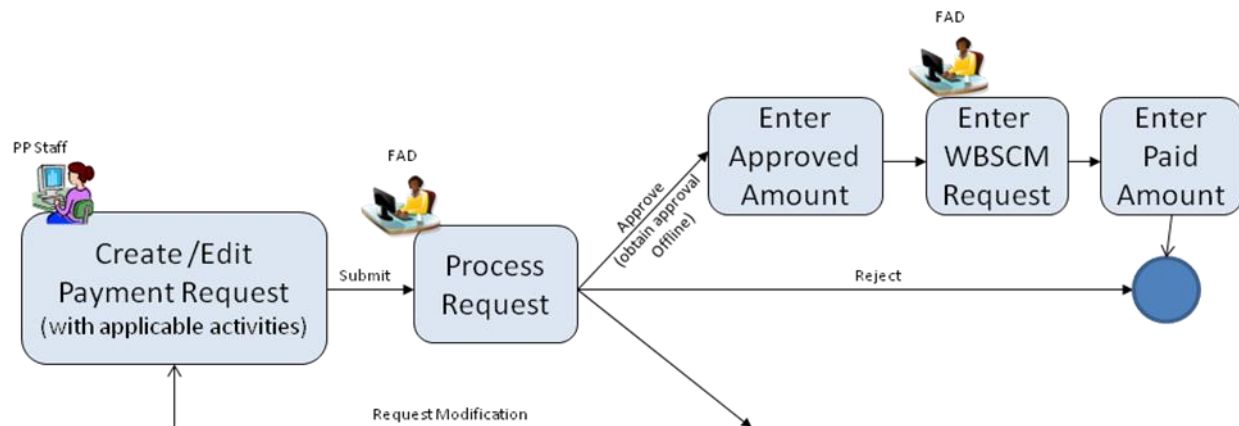


Figure 1 - Payment Workflow.

The Payment workflow in Figure 1 is described as follows:

- The PP initiates a cash payment request for a certain agreement. The request specifies:
  - The FAD person that handles the payment request
  - **For Private Voluntary Organizations (PVO):** The project activities for which cash payment is requested and the amount requested for each of the activities. Notice that the list of activities will be populated by the FAIS application and the PVO user must select one or more activities from the full list.
  - **For World Food Programme:** The list of active agreements. The WFP user must select the agreements for which cash payment is requested and the amount requested for each of the agreements.
- The person designated as the FAD payment handler processes the payment request. The possible actions are:
  - **Reject:** FAD rejects the payment request. FAD may insert comments explaining the reason for rejecting the payment request.
  - **Request Modification:** FAD inserts comments and sends it back to the PP. The PP person may edit the payment request and submits it again.
  - **Approve:** FAD approves the payment request. The FAD person then interacts with other external systems to initiate payment.

## 2.1. Payment User Interface

The following sections describe the details of the payment workflow. Please notice that the following workflow is also integrated with an **Alert System** that will alert users when an action is taken that requires their attention.

The PP user creates a cash payment request by clicking on the **Payment** sublink from the **Agreement** top menu toolbar. The user may select any of the available values from the **Search Criteria** section to narrow down the list of payments. The user should click on the link **Create New Payment Request** to create a new payment request. This is shown in Figure 2.

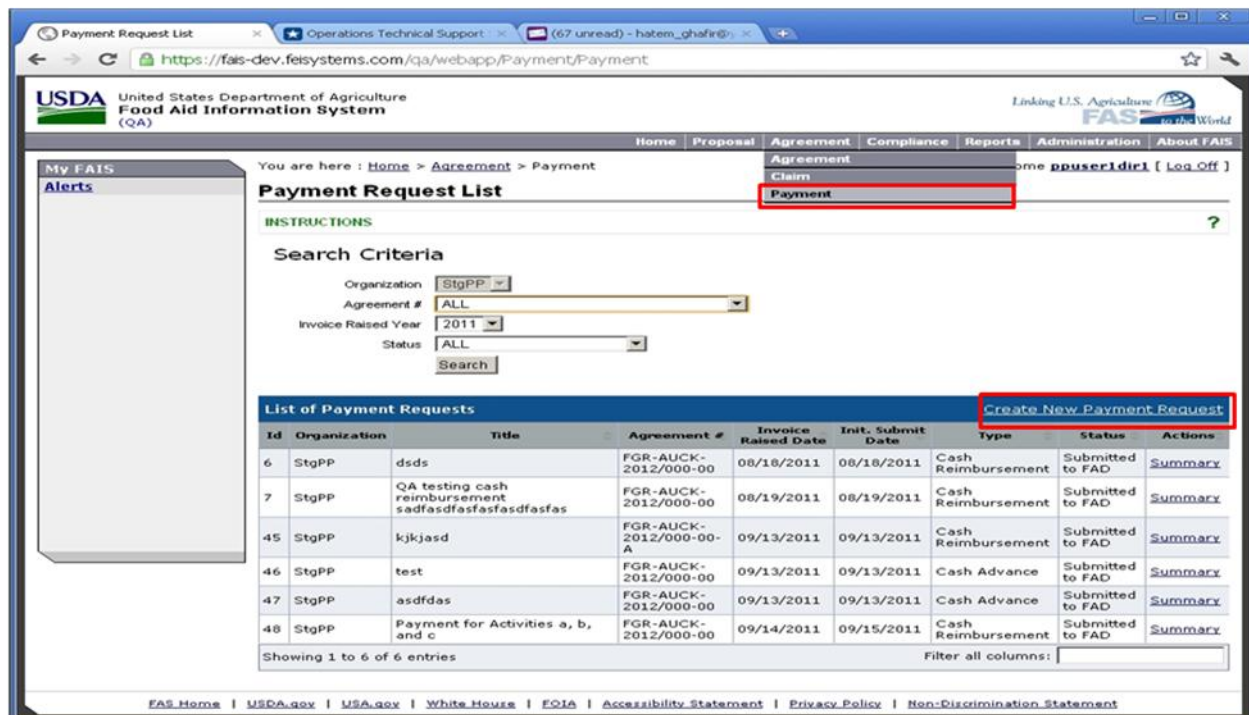


Figure 2 - PP User Creates a New Payment Request.

### 2.1.1. PVO User Interface

#### Create New WFP Payment Request

If the PP user is recognized by the system as a PVO user, the screen shown in Figure 3 is displayed.

- **Organization Name:** The organization to which the PVO user belongs is populated by the FAIS application.
- **Payment Status:** Since the payment is being created or edited by the PVO user, a status of "In Progress" is assigned to the payment request.
- **Payment Type:** The user selects either Cash Reimbursement or Cash Advance.
- **Payment Title:** The user assigns a title (name) to the request.
- **Invoice Raised Date:** The date when the invoice was created.
- **Agreement:** The user selects the agreement from the list of active agreements.

- **PP Owner:** The userid who creates the report is populated by the FAIS application.
- **FAD Owner:** The PP user selected the FAD Accounts person to handle this payment request.
- **Payment Description:** The PP user may enter a request description.

The screenshot shows the 'Create PVO Payment Request' form in the FAIS system. The form is titled 'Create PVO Payment Request' and includes a sidebar for 'My FAIS Alerts'. The main form area is divided into sections: 'INSTRUCTIONS' and 'Basic Information'. The 'Basic Information' section contains the following fields:

- Organization Name: StgPP
- Payment Status: In Progress
- Payment Type: Cash Reimbursement (highlighted with a red box and a callout 'Cash Reimbursement or Advance')
- Payment Title: Tasks a, c and d
- Invoice Raised Date: 9/17/2011
- Agreement: FGR-AUCK-2012/000-00 (highlighted with a red box and a callout 'Select Agreement')
- PP Owner: PPUser1Dir1 FAS
- FAD Owner: fad\_accts FAS (highlighted with a red box and a callout 'Select FAD person to process payment')
- Payment Description: I can write additional notes/details here

A 'Save' button is located at the bottom of the form. The footer of the page includes links to FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

Figure 3 - Create New PVO Payment Request.

### Edit PVO Payment Details

When the PP user saves the payment request initiation page shown in Figure 3, the PVO user is presented with the screen shown in Figure 4 below. In this screen, the user is presented with a list of all agreement activities.

- The user selects the activities to which this request applies by marking the checkboxes for these activities.
- The user enters the amount requested for each activity in the **Requested Amt (\$)** field.
- The user may enter a comment for any selected entry.
- The user saves the payment details by clicking the **Save** button.

USDA United States Department of Agriculture  
Food Aid Information System (QA)

Home Proposal Agreement Compliance Reports Administration About FAIS

You are here : Home > Agreement > Payment > Edit PVO Payment Request Detail

Welcome **ppuser1dir1** [ Log Off ]

### Edit PVO Payment Request Details

INSTRUCTIONS ?

Summary Edit PVO Payment **Edit PVO Payment Detail** Attachments

Comments if desired

Activity	Requested Amt(\$)	Approved Amt(\$)	Paid Amt(\$)	Comments
<input type="checkbox"/> ITSH				
<input checked="" type="checkbox"/> Administration	2500			See budget attachment for line items included
<input checked="" type="checkbox"/> FFPr-Conduct economic client assessment	5000			See attached budget
<input checked="" type="checkbox"/> FFPr-Dairy herd development	3200			Conducted 20 training sessions for small businesses

Showing 1 to 4 of 4 entries

Save

Filter all columns:

Indicate the agreement activities for which payment is requested

Indicate Payment Amounts

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Figure 4 - PVO User Enters Payment Details.

### PVO User Submits the Payment Request to FAD

The PVO user then clicks the **Submit to FAD** button on the **Payment Summary** page to submit the payment request to FAD, as shown in Figure 5.

PVO Payment Request Sum

https://fais-dev.feisystems.com/qa/Fais.Web/Payment/Payment/PVOPaymentSummary?PaymentID=49

Payment type: Cash Reimbursement

Payment Status: In Progress

Payment Title: Tasks a, c and d

Invoice Raised Date: 9/17/2011

Initial Submit Date:

Payment Description: I can write additional notes/details here

PP Owner: PPUser1Dir1 FAS

FAD Owner: fad\_accts FAS

Activity	Requested Amt(\$)	Approved Amt(\$)	Paid Amt(\$)	Comments
Administration	2500.00			See budget attachment for line items included
FFPr-Conduct economic client assessment	5000.00			See attached budget
FFPr-Dairy herd development	3200.00			Conducted 20 training sessions for small businesses

Showing 1 to 3 of 3 entries

Filter all columns:

Workflow History

User	Date	Action	Status	Comments
No data available in table				

Showing 0 to 0 of 0 entries

Filter all columns:

Workflow Actions

**Submit to FAD**

Actions are in the SUMMARY TAB



Figure 5 - PVO User Submits the Payment Request to FAD.

## 2.1.2. WFP User Interface

### Create New WFP Payment Request

If the PP user is recognized by the system as a WFP user, the screen shown in Figure 6 is displayed.

- **Organization Name:** The organization to which the WFP user belongs is populated by the FAIS application (in this case, World Food Programme).
- **Payment Type:** In case of WFP, only Cash Reimbursement is available.
- **Payment Status:** Since the payment is being created or edited by the WFP user, a status of “In Progress” is assigned to the payment request.
- **Payment Title:** The user assigns a title (name) to the request.
- **Invoice Raised Date:** The date when the invoice was created.
- **Payment Description:** The PP user may enter a request description.
- **PP Owner:** The userid who creates the report is populated by the FAIS application.
- **FAD Owner:** The PP user selected the FAD Accounts person to handle this payment request.

**WFP Payment Request Summary**

**INSTRUCTIONS**

**Summary** | Edit WFP Payment | Edit WFP Payment Detail | Attachments

**Basic Information**

Organization Name: WFP\_Organization1

Payment Type: Cash Reimbursement

Payment Status: In Progress

Payment Title: Payment as of Date mm/dd/yyyy

Invoice Raised Date: 9/17/2011

Initial Submit Date:

Payment Description:

PP Owner: WFP1Org1Dir1 FAS

FAD Owner: fad\_accts FAS

Select FAD person to process payment

**WFP Payment Details**

Agreement #	Requested Amt(\$)	Approved Amt(\$)	Paid Amt(\$)	WBSCM Paid Date	WBSCM Ref. #	Comments
No data available in table						

Showing 0 to 0 of 0 entries

Filter all columns:

**Workflow History**

User	Date	Action	Status	Comments

Figure 6 - Create New WFP Payment Request.

### Edit WFP Payment Details

When the PP user saves the payment request initiation page shown in Figure 6, the WFP user is presented with the screen shown in Figure 7 below. In this screen, the user is presented with a list of all WFP active agreements.

- The user selects the agreements to which this request applies by marking the checkboxes for these agreements.
- The user enters the amount requested for each agreement in the **Requested Amt (\$)** field.
- The user may enter a comment for any selected entry.
- The user saves the payment details by clicking the **Save** button.

The screenshot displays the 'Edit WFP Payment Request Details' page. The left sidebar contains 'My FAIS' with alerts and data navigation. The main content area shows a table of WFP Payment Details. Two agreements are selected, and their requested amounts are entered. A 'Save' button is located at the bottom left. Callouts provide instructions on how to interact with the table.

Agreement #	Requested Amt(\$)	Approved Amt(\$)	Paid Amt(\$)	WBSCH Paid Date	WBSCH Ref. #	Comments
<input checked="" type="checkbox"/> FCC-638-2011/245-00	25053.85					see attachment
<input checked="" type="checkbox"/> FCC-112-2011/246-00	81045.00					see attachment

Showing 1 to 2 of 2 entries

Filter all columns:

Figure 7 - WFP User Enters Payment Details.

### WFP User Submits the Payment Request to FAD

The WFP user then clicks the **Submit to FAD** button on the **Payment Summary** page to submit the payment request to FAD, as shown in Figure

8.

The screenshot displays the 'PVO Payment Request Summary' page. At the top, there are fields for Payment Type (Cash Reimbursement), Payment Status (In Progress), Payment Title (Tasks a, c and d), Invoice Raised Date (9/17/2011), Initial Submit Date, and a large text area for Payment Description. Below these are dropdowns for PP Owner (PPUser1Dir1 FAS) and FAD Owner (fad\_accts FAS).

The 'PVO Payment Details' table shows the following data:

Activity	Requested Amt(\$)	Approved Amt(\$)	Paid Amt(\$)	Comments
Administration	2500.00			See budget attachment for line items included
FFPr-Conduct economic client assessment	5000.00			See attached budget
FFPr-Dairy herd development	3200.00			Conducted 20 training sessions for small businesses

Below the table, it says 'Showing 1 to 3 of 3 entries' and 'Filter all columns:'. The 'Workflow History' section shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The 'Workflow Actions' section has a red box around the 'Submit to FAD' button.

A callout box with the text 'Actions are in the SUMMARY TAB' points to the 'Submit to FAD' button.

Figure 8 - WFP User Submits the Payment Request to FAD.

## 2.2. Payment History

### 2.2.1. PVO Payment History

At any moment, a PVO user may look at a payment history that shows:

- **Activity:** This column displays the list of agreement activities for which a payment has been requested to date.
- **Agreement Approved Amt:** For each activity, this column displays the total approved cash payment amounts in the agreement.
- **Payment # - Submit Date:** For each activity, this column displays the payment number which included a payment for this activity, and the date this payment request has been submitted.
- **Total Requested (\$):** For each activity, this column displays the requested amount.
- **Total Paid (\$):** For each activity, this column displays the paid amount.
- **Total Balance (\$):** For each activity, this column displays the balance for this activity. The balance is calculated as the approved amount minus the paid amount.

The PVO payment history screen is shown in Figure 9.

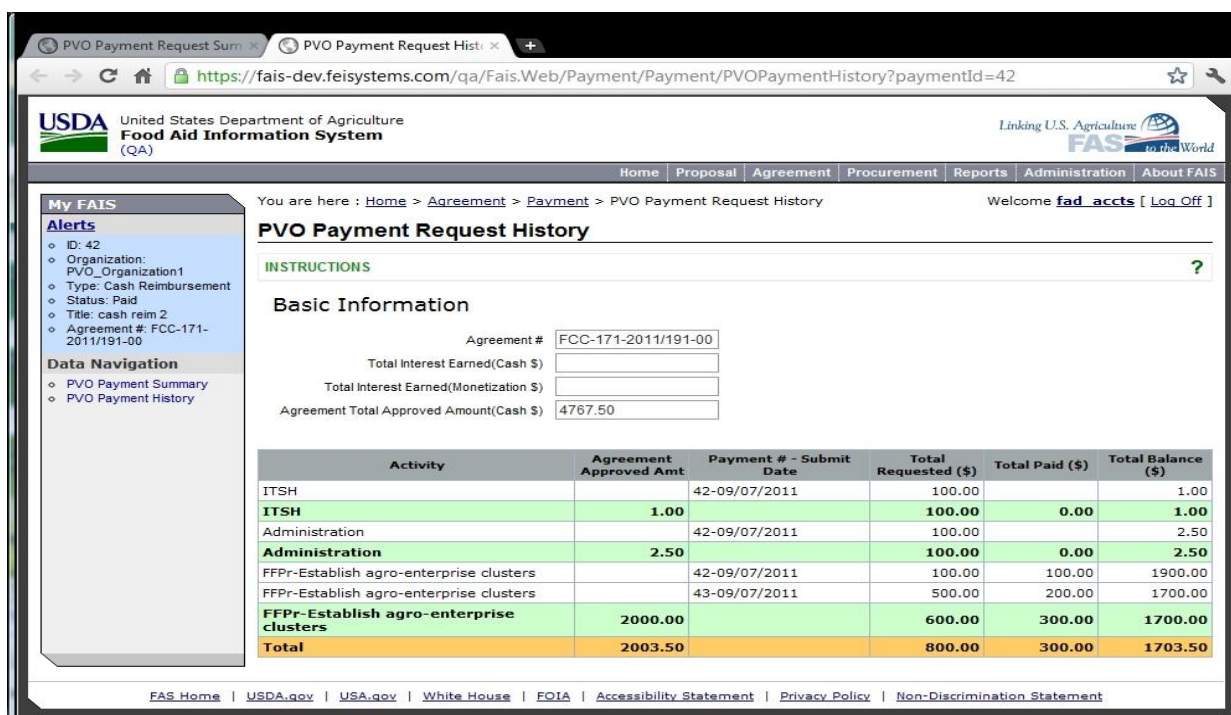


Figure 9 - PVO Payment History Screen.

## 2.2.2. WFP Payment History

At any moment, a WFP user may look at a payment history that shows:

- **Agreement #:** This column displays the list of active agreements for which a payment has been requested to date.
- **Agreement Approved Amt:** For each agreement, this column displays the agreement cash amount.
- **Payment # - Submit Date:** For each agreement, this column displays the payment number which included a payment for this agreement, and the date this payment request has been submitted.
- **Total Requested (\$):** For each agreement, this column displays the requested amount.
- **Total Paid (\$):** For each agreement, this column displays the paid amount.
- **Total Balance (\$):** For each agreement, this column displays the balance for this agreement. The balance is calculated as the approved amount minus the paid amount.

The WFP payment history screen is shown in Figure 10.

The screenshot shows the WFP Payment Request History screen in the FAIS system. The browser address bar displays the URL: <https://fais-dev.feisystems.com/qa/Fais.Web/Payment/Payment/WFPPaymentHistory?paymentId=12>. The page header includes the USDA logo and the text "United States Department of Agriculture Food Aid Information System (QA)". The navigation bar contains links: Home, Proposal, Agreement, Procurement, Reports, Administration, and About FAIS. The main content area is titled "WFP Payment Request History" and includes a sub-header "INSTRUCTIONS". Below this is a table with columns: Agreement #, Agreement Approved Amt, Payment # - Submit Date, Total Requested (\$), Total Paid (\$), and Total Balance (\$). The table lists several payment requests, including FCC-638-2011/245-00 and FCC-112-2011/246-00, with their respective amounts and dates. A summary row at the bottom shows the total for each column. The left sidebar contains a "My FAIS" section with "Alerts" and "Data Navigation" links. The footer includes links to FAS Home, USDA.gov, USA.gov, White House, FOIA, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

**My FAIS**

**Alerts**

- ID: 12
- Organization: WFP\_Organization1
- Type: Cash Reimbursement
- Status: Paid
- Title: swarna testing
- Agreement #: FCC-638-2011/245-00, FCC-112-2011/246-00

**Data Navigation**

- WFP Payment Summary
- WFP Payment History

You are here : [Home](#) > [Agreement](#) > [Payment](#) > WFP Payment Request History

Welcome **fad\_accts** [ [Log Off](#) ]

### WFP Payment Request History

**INSTRUCTIONS**

Agreement #	Agreement Approved Amt	Payment # - Submit Date	Total Requested (\$)	Total Paid (\$)	Total Balance (\$)
FCC-638-2011/245-00		12-08/24/2011	100.00	80.00	219353.46
FCC-638-2011/245-00		13-08/24/2011	400.00	100.00	219253.46
FCC-638-2011/245-00		14-08/24/2011	700.00		219253.46
FCC-638-2011/245-00		34-09/06/2011	5.00		219253.46
<b>FCC-638-2011/245-00</b>	<b>219433.46</b>		<b>1205.00</b>	<b>180.00</b>	<b>219253.46</b>
FCC-112-2011/246-00		12-08/24/2011	100.00		68633279.64
FCC-112-2011/246-00		13-08/24/2011	400.00		68633279.64
FCC-112-2011/246-00		34-09/06/2011	5.00		68633279.64
<b>FCC-112-2011/246-00</b>	<b>68633279.64</b>		<b>505.00</b>	<b>0.00</b>	<b>68633279.64</b>
<b>Total</b>	<b>68852713.10</b>		<b>1710.00</b>	<b>180.00</b>	<b>68852533.10</b>

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Figure 10 - WFP Payment History Screen.